

### **Temporary Position Opening: Virtual Supermarket Project Coordinator**

The Baltimore City Health Department is seeking a Virtual Supermarket Project Coordinator. The duration of the position is subject to available funding. This position will work with the Health Department and other city agents such as the Enoch Pratt Libraries to coordinate the Virtual Supermarket.

The Virtual Supermarket essentially uses an online ordering system with aggregate ordering and delivery to bring foods to areas that are underserved by supermarkets.

#### **Specific duties associated with this position will include implementing the ordering/delivery of the Virtual Supermarket**

- Organize ordering dates at Virtual Supermarket Sites.
- Coordinate deliveries at Virtual Supermarket Sites
- Work on developing new Sites
- Work with Health Department and its partners are more effective means of marketing the Virtual Supermarket
- Collect data concerning orders/delivery at sites.
- Write grant proposals to secure future funding.

#### **Qualifications**

Successful candidate should have an interest in working with communities in Baltimore City Food Deserts.

- Excellent written and verbal communication skills.
- Need to work effectively with members of city government, for-profit and non-profit organizations, community leaders, and members of the public.
- Minimum Bachelors Degree with a preference for a graduate degree seeking individual
- Experience in Public Health or other Health Related Professions.
- Good writing skills and ability to write formal proposals.

Information about the position should be directed to Pooja Aggarwal at [pooja.aggarwal@baltimorecity.gov](mailto:pooja.aggarwal@baltimorecity.gov). Please send your resume with references by June 4, 2010.

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